

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act INSTRUCTIONS FOR APPLICATION FORMS

The instructions below provide an explanation of the information requested on the following forms:

1. Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act Grant Application, Form 8700-191.
2. Recreation Grant Project Cost Estimate Worksheet, Form 8700-14.

To be considered for a grant and to prevent delays in processing you must fill out the application forms completely. Submit your application to the DNR region CSS. Please feel free to contact your CSS if you have any questions. Applications must be received on or postmarked by May 2 to be eligible for funding. Applications that are received after the deadline date will not be considered for a grant and will be returned to the applicant.

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act Grant Application, Form 8700-191

APPLICANT INFORMATION (Page 1)

Most of the applicant information requested is self-explanatory. All grant payments will automatically be made out to and mailed to the applicant at the address indicated. However, if you anticipate that a grant payment would need to be mailed to a different individual or organization (eg, the municipal treasurer or a partner organization), make sure you fill out the "Mail Check to" section. The check will always be made out to the applicant organization.

PROJECT INFORMATION (Page 1)

The project information requested is critical to reviewing the eligibility of your project for the grant programs as well as rating your project in the rating and ranking project selection system.

1. Enter a Project Title, check the Project Type, and enter the Location Information and Congressional & Legislative District Numbers related to the project's location.

2. Project Description - provide a thorough description of your project proposal. Include the following:

- a. Primary goals of the project

Clearly and concisely describe the benefits of the project, why it is needed, who the intended users are, how the project will serve the community (including how the project will benefit tourism), and how the project will be managed.

- b. Description of the project

Site - Indicate the size of the project and describe the natural features of the land. Provide information about natural communities, land cover, species, topography, water resources, and special features (including archeological and historic features, if any). If the project includes a number of parcels of land list those here or attach with Cost Estimate Worksheet.

Describe existing site conditions, current uses of the land, and provide a brief history of past uses and disturbances. Also describe any present threats to the natural and recreational values of the site.

Improvements and structures - Describe existing physical improvements and structures, if any. This might include, but is not limited to, existing buildings, trails, parking areas, roadways, waterway modification devices, etc.

Development and renovation projects - provide a description of the project and its individual elements.

- c. Public access and use

Identify access points to the site and how access will be provided. If an acquisition project, describe any plans for vehicle parking and posting of property for public access.

Describe how the public will be able to use the site and what activities will be permitted, such as nature study, hiking, biking, picnicking, camping, research, education, hunting, fishing, etc. If there will not be public access to a portion of the property explain why not.

d. Land Management Practices

Describe general land management practices that will be followed to meet the goals of the project and to conserve the natural resources of the site. Describe any site enhancement and restoration plans.

e. Problems

Describe any problems such as exotic species, erosion, over-grazing of deer, dumps, toxic wastes and contamination, debris which needs to be removed, environmental intrusions such as overhead power lines, potential user conflicts, etc. Discuss proposed solutions to problems cited above.

f. Implementation

Identify proposed time line for implementing the key project activities.

Identify who is responsible for managing the project.

Describe any partners who will play an active role in the project and attach any third party management agreements.

g. Operation and maintenance of the property

Describe who is responsible for operation and maintenance of the property and the availability of financial and personnel resources needed for operation and maintenance of the site once the project is completed.

h. Use the Application Checklist on page 4 of the form as a guide to what to include for attachments. Use the items that you have checked "yes" to that have an asterisk by them on pages 1-3 of the application form as a guide to other topics to include in your narrative.

FINANCIAL SUMMARY (Page 1)

Enter the Total Project Costs after filling out the Cost Estimate Worksheet, Form 8700-14; Enter your Grant Request amount (can be up to 50% of total project costs).

Fill in the Local Match Sources table to indicate the type and amount of your local match funding.

Force account expenses include project sponsor's employee labor, (including fringe benefits), equipment use or time, and the use of materials from the applicants inventory.

50% of the value of third party land donations may be directed toward your matching funds amount (50% of total project costs); up to 50% of total project costs may be donations of services, labor, materials, equipment rental.

PROJECT DOCUMENTATION (pages 1-3)

The Project Documentation, If Acquisition, and If Development Sections consist of a series of yes/no and short fill-in questions related to the grant program requirements. When you check "yes" to a question with an asterisk (*) next to the "yes", an explanation in your project description narrative or an attachment is required. What is required will be indicated in the question text.

LAND DONATION INFORMATION (page 3)

50% of the value of a third party land donation is eligible to be used as part or all of your local match for the grant project. If a land donation is part of your application provide the information requested in this section. Describe the property in your project proposal narrative, its characteristics, what makes it eligible for the grant program, and how it will be managed. Attach a legal description, location map, and boundary map for the property.

SIGNATURE BLOCK (page 3)

The authorized representative for the project (from page 1) must sign and date the application.

APPLICATION CHECKLIST (page 4)

The application checklist is a listing of required application items to help you organize your application materials. The items with a (†) must be submitted by the application deadline, for the application to be considered complete for grant consideration. For land and easements acquisitions check off the items being submitted under the "Acquisition Project" column. For development and renovation projects, check off the items being submitted under the "Development Project" column. If you have any questions or problems with your project application, please contact your DNR region CSS as soon as possible.

Recreation Grant Project Cost Estimate Worksheet, Form 8700-14

The cost estimate worksheet must be completed and submitted as part of all acquisition, development, and renovation grant project applications. The purpose of the worksheet is for you to provide us with a breakdown of project costs that we can review for eligibility, reasonableness, and calculating your grant award. Electronic versions of this form are acceptable as long as they provide the required information.

HEADER INFORMATION (front side)

Enter the self explanatory header information requested at the top of the front side of the form.

DEVELOPMENT PROJECT ITEMS (front side)

If you are submitting a development or renovation project, itemize the individual elements of your project on this side of the form. You can list your breakdown by individual item or by use areas (eg., trail construction, parking area, restroom facility, beach facility, etc.) Suggested items to use in your breakdown are listed on the reverse side of the form. Use multiple copies of the form if needed. Note: Non-nature-based outdoor recreation items are only eligible for federal funding and should be listed on a separate worksheet

After listing each item provide the following information that applies to the project located in the columns to the right.

Column 2 - Indicate how the item listed is being obtained:

(C) = the item listed is being obtained through a services contract

(F) = the item listed includes applicant employee labor, (including fringe benefits), equipment use or time, or the use of materials from the applicant's inventory

(D) = the item listed is being donated

Column 3 - enter the Quantity and Unit of Measure used in calculating the cost of the item. (eg, 1 ea., 2000 sf, etc.

Column 4 - enter the component (unit) costs. (eg, \$2,500, \$15/sf, etc.)

Column 5 - enter the Estimated Total Item Cost based on the information provided in columns 3 & 4.

Total the "Estimated Total Item Cost" column and transfer that total to page 1 on the Application Form under the Finance Summary Section.

ACQUISITION PROJECT COST ESTIMATE (reverse side)

If you are submitting an acquisition project, complete the table of information requested. There is room for describing 2 parcels (see the column headings). If your project consists of more than two parcels please submit the information requested for the additional parcels in an attachment.

Parcel Owner - provide the name of the seller.

Number of Acres being Purchased - enter the total number of acres being purchased through the sale.

Grant Eligible Acres - enter the number of acres of the site that you are requesting a grant for. *Note:*

Occasionally, an applicant buys a parcel and is 1) only going to use part of it for recreation purposes or 2) in the case of Stewardship grant applications, may only plan to use part of the property for grant eligible nature-based outdoor recreation purposes.

Option Date and Amount - if you have a signed option or offer to purchase agreement, enter the date signed and amount of the option.

Appraised Value - enter the appraised value of the property broken down by land or easement value and improvements value if improvements exist on the property. If a property value has been approved by the department, enter the approved amounts. If the appraisal(s) has not been approved enter the value(s) from the appraisal submitted.

Estimated Other Eligible Acquisition Costs Total - enter the total of any other eligible acquisition costs that are part of your application. Itemize the individual costs below in the space provided. Eligible acquisition costs include the cost of appraisal(s), land surveys, recording fees, relocation payments, title evidence, environmental inspections & assessments, and required historical & cultural assessments. NOTE: If you are offered federal grant funds, only relocation costs are eligible for reimbursement.

Grand Total Project Costs - enter in the total of lines 7 and 8. Then, if you are including information for more than one parcel, total the lines across in column 4 (the Total column).